

JOINT MEETING  
HAMILTON COUNTY BOARD OF COMMISSIONERS  
AND  
HAMILTON COUNTY COUNCIL  
SEPTEMBER 25, 2006

The Hamilton County Board of Commissioners and Hamilton County Council met on Monday, September 25, 2006 at 4:00 p.m. in Conference Room 1A in the Hamilton County Government and Judicial Center, One Hamilton County Square, Noblesville, Indiana. Commissioner President Holt reconvened the Commissioners meeting with a quorum present of Commissioner Christine Altman, Commissioner Steven C. Dillinger and Commissioner Steven A. Holt. Council President Steve Schwartz called the Council meeting to order and declared a quorum present of Councilor Jim Belden, Councilor Meredith Carter, Councilor John Hiatt, Councilor Judy Levine and Councilor Steve Schwartz. Councilors Brad Beaver and Rick McKinney were absent.

**Operations and Efficiency Study Phase III [4:04:45]**

Mr. Kent Irwin distributed information on the International City/County Management Association Performance Measurement. Irwin stated potential meeting dates to meet with all municipalities in Hamilton County are November 13 or 17, 2006. Holt suggested November 13 at 4:00 p.m. Irwin will follow up with Ms. Randall and Mr. Swift.

Irwin reviewed Part III of the Operations and Efficiency Study. Irwin suggested looking at service areas where you can enter into interlocal agreements with local cities and towns to provide services jointly. Evansville and Vanderburgh County has combined planning, building commission and purchasing. Allen County and Fort Wayne are working to combine some scheduling software, and combined the County's Emergency Management Department and the City's Homeland Security Department.

Irwin's recommendation is the County should initiate such discussion with government and City leaders so that future opportunities are not missed. Possible departments and/or functions that could be merged with the City include public works, emergency management, GIS, snow removal and road maintenance and vehicle repair. Outside of collaborative departments the County should continue to investigate combining purchases with the City and/or school districts for materials were bulk purchases may be better priced.

**FSLA Recommendations**

Irwin stated the following positions are recommended to change from FSLA status "Non-exempt" to "Exempt": Health Educator, Right of Way Manager, Parks and Recreation Deputy Director and Veteran's Service Officer. Holt stated he does not understand the rationale behind recommending the Health Educator, Right of Way Manager and Veteran's Service Officer changing to "Exempt" status. Irwin stated they looked at each of the three tests, Executive, Professional and Administrative. They recommend the County never give away their management right to use all three of these tests. The Health Educator will meet the Professional test, there will be a degree requirement for that position and the type of duties performed. The Veteran Service's Officer is essentially a one person department head, they are executing the policies on their own. They have a lot of discretion, independent judgement based on the service and what they are to do. There is little control over their work. That job would clearly meet an Executive test. They reviewed the types of work the Right of Way Manager performs. They have independent judgement that they have as well as the education requirements and then looked at the salary. Irwin recommended the Personnel Committee and the county attorney review these recommendations.

**Grants**

Irwin stated the Auditor's Office provided a list of all grants received by Hamilton County in 2005 and 2006. Irwin stated this would be a starting place to try to do some assessments with other counties in respect to the grants that other counties are receiving and whether or not there is some availability of those funds coming to Hamilton County. Irwin stated this could be an assignment made to an existing administrative person or the new purchasing director. Holt stated it strikes him that the people that are pursuing grants are in a much better position of doing that than the purchasing director. Irwin stated they would have to have some grant experience, some counties have a grant coordinator. Holt stated almost without exception these would come to the attention of the department who has requested the grant and it would further that department's mission. Mr. Meredith Carter stated Prevail is not a county department. Howard stated more and more the County has to administer those grants because the federal agencies require government administration. We don't initiate that application process. Howard stated six of these line items make up 90% of the money and they are Homeland Security, Department of Corrections and Aviation. Those are all driven by people that are very knowledgeable in that area. Altman stated the only thing the grant person would do would be to keep accurate records. They would make sure all reporting requirements are fulfilled so we don't get penalized at the end or during the federal audit process. Levine asked where do you envision the employee going, under the Auditor? Altman stated it needs to be under a financial department, either Council or Auditor's office. The Auditor's office is doing a lot of the grant accounting now. Holt stated we just received our State Board of Accounts Audit back on grants and it was squeaky clean, it is not broken. Holt stated we tried to hire a person once and it was not a huge success. Holt stated with the exception of Prevail it is the people in this room that are pursuing these grants with a significant amount of passion. Holt does not know why we would hire a bureaucratic person. Ms. Robin Mills stated right now the reporting falls back to the departments. The Auditor's office keeps the files but we don't go out and make sure everything on the grant is being done, we leave that up to the department heads. Altman stated as long as they have the expertise to make sure the grants are administered. The UASI funds are what scare her the most. If you don't meet your requirements we have a big problem. Most of that is going through Marion County but it is probably one of the most stringent grant programs she has ever seen. Mr. Steve Schwartz stated he would be interested in what we applied for and did not get. Holt stated he knows we failed on the Youth and Alcohol program that Beth Gehlhausen was pursuing and the rationale behind that was that the most affluent county in Indiana does not need that program. Having a Grant Administrator is not going to solve that. Holt stated he is thinking about the HUD Grants where we contract out the administrating that, should Altman look into contracting out the administrating of UASI? Altman stated they would have to have a public safety background. Right now we are ok but to her having the oversight, there is a reason you have the second person in line. Altman stated right now it is the Auditor's office working with EMA. It is the compliance issues that you need someone and she does not know who that would be. Carter stated how do you measure if these are successful? Ms. Leerkamp stated they are required to file annual reports and that factors in to whether you get a grant the following year.

**Summary**

Irwin stated in summary the Commissioners and Council need to review all three reports picking out the recommendations you want to follow up on and make follow up assignments. Holt stated Sheriff Carter gave us a report on vehicle maintenance. Sheriff Carter stated he has provided documentation of whether or not we should have a county garage. The bottom line is to not have a county garage. Altman stated this looks at the Sheriff's department only.

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We have not looked county wide. Holt stated a recurring theme was the purchasing person. Irwin stated the purchasing person is more than buying office supplies, it is looking at all of the contracting the county does and making decisions verses in-house verses outside. We discussed the mail program that the courts have and how that can be replicated throughout other county departments. Look at engineering costs and make sure we are getting the best costs. Buying in bulk, look at fuel costs, look at how you might be able to merge some of this with other entities in being able to purchase things in a bigger way. We did develop a job description for this position. Ms. Sheena Randall stated it is on the Personnel Committee's agenda for discussion. Irwin stated they could give a list of each recommendation and its priority and who is assigned to it. There are probably 50+ recommendations. Randall stated the quarterly meetings with the elected officials and department heads would be one of the most beneficial things we could do. Since the last meeting she has met with the Human Resource Directors of Noblesville, Carmel and Fishers and they are going to combine some training programs and we are going to schedule meetings to look at what we are doing internally. Altman stated we have started that with GIS, it is difficult to have interlocal agreements with local entities. We will do it at the county level and anyone who wants to participate can by paying "x" dollars. If they don't participate they don't get the data. Holt stated in a way we are doing that with the Personnel Policy. Holt asked Mr. Ollie Schierholz to look at the Jury Assembly room and what it would take to set up recording for meetings such as this. Schierholz stated they will be using part of that room temporarily as a hearing room so they will have the capability. Irwin stated this system will measure performance and give you some benchmarks to look at. As said in the first report Hamilton County is a good place to work, you are very progressive and this is an extension of that kind of attitude.

**Jail Scanning Equipment [4:43:07]**

Altman stated the Commissioners believe it would be prudent for the county to invest not more than \$50,000 for a piece of scanning equipment to be utilized at the Jail. Dillinger stated in order to keep contraband out of the jail this scanning device would allow scanning of anyone coming in and out of the jail. Altman requested a Council Resolution to fund up to \$50,000 for the Sheriff to proceed with the purchase as soon as possible. Levine motioned to approve up to \$50,000 for this piece of equipment. Carter seconded. Belden asked if this equipment is something someone else is using? Irwin stated St. Joseph County is using it. Schwartz asked for statistics to be distributed to the Council for review. Motion carried unanimously (5-0).

**First Indiana Building Use [4:46:28]**

Altman asked that the letter from the Noblesville Preservation Alliance be distributed to the Council.

**Stormwater Phase II**

Mr. Kent Ward stated he and Meredith Carter have spoken about Stormwater Phase II. We are waiting on the GRW report which should come in October. Once we receive the report we should have a better handle on funding issues. Levine asked if the Council could have a presentation before a meeting to bring them up to date. Ward stated EPA Region 5 will be in Indiana to audit Indiana.

**Impact Fee Discussion**

Holt stated there was a discussion of the possibility of Park Impact Fees. Howard stated you can not charge more than one fee for the same infrastructure. Howard will review.

**Humane Society**

Holt stated there has been a request for a separate dedication from the Humane Society dedication. Altman stated she would like to have a facility dedication that is county orientated and not related to a fundraising project. Holt stated Mr. Swift has suggested October 23rd following the Commissioners meeting.

Sheriff Carter stated at the last meeting he had suggested moving Tom Rogers from a corrections position to the animal control building to be the conduit for communication. Since that time a job description has been written and is in draft form and has been presented to the Commissioners for review. Carter stated they are looking at a January 1st start. Levine asked if the Commissioners agree we should have this position? All three Commissioners indicated yes. Altman suggested considering having one or two people cross trained in the Sheriff's Department in case of illness, vacation, etc. Sheriff Carter stated they currently do and they will maintain that.

Holt and Schwartz adjourned the meeting.

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Present

Christine Altman, Commissioner  
Steven C. Dillinger, Commissioner  
Steven A. Holt, Commissioner  
Jim Belden, Councilor  
Meredith Carter, Councilor  
John Hiatt, Councilor  
Judy Levine, Councilor  
Steve Schwartz, Councilor  
Robin M. Mills, Auditor  
Dawn Coverdale, Chief Deputy Auditor  
Sheena Randall, Human Resources Director  
Michael Howard, Attorney  
Doug Carter, Sheriff  
Kent Irwin, Waggoner, Irwin and Scheele  
Brad Davis, Highway Director  
BJ Casali, ISS Director  
Sonia Leerkamp, Prosecutor  
Mark Bowen, Sheriff’s Department  
Dan Stevens, Sheriff’s Department  
Chris Sikitch, Noblesville Ledger  
Ollie Schierholz, Court Administrator

APPROVED  
HAMILTON COUNTY BOARD OF COMMISSIONERS

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ATTEST

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Robin M. Mills, Auditor

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HAMILTON COUNTY COUNCIL

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ATTEST

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Robin M. Mills, Auditor